



## PLANNING & TRANSPORTATION



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# CONDITIONAL USE PERMIT APPLICATION PACKET

## Purpose

Conditional uses within each general use district are uses that may or may not be appropriate in a particular district, depending on the location, scale, size, or other factors. This requires issuance of a conditional use permit after individual review by the Planning Board and approval by the Board of Commissioners.

## Pre-Application Conference with Planning Staff

The applicant needs to schedule a conference with Planning Staff. The applicant should provide a sketch plan for the pre-application conference.

## Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- ☐ Completed Moore County Conditional Use Permit Application.
- ☐ Application Fee (\$175).
- ☐ Postage sufficient to notify all adjacent landowners **FOR TWO MAILINGS**. (One for Planning Board meeting, and one for Board of Commissioners meeting.) The rate for postage **FOR EACH CERTIFIED MAIL LETTER** is \$6.49. This includes \$3.30 (certified mail) plus \$2.70 (return receipt) plus \$0.49 (first class stamp).
- ☐ A detailed site plan. (See page two of this packet for list of items to include.)

## Administrative Review / Required Notifications

Planning Staff will review the request and provide the following public notifications prior to both the Planning Board meeting and the Board of Commissioners meeting / public hearing:

- All adjacent property owners will be notified by certified mail.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

## Planning Board Meeting

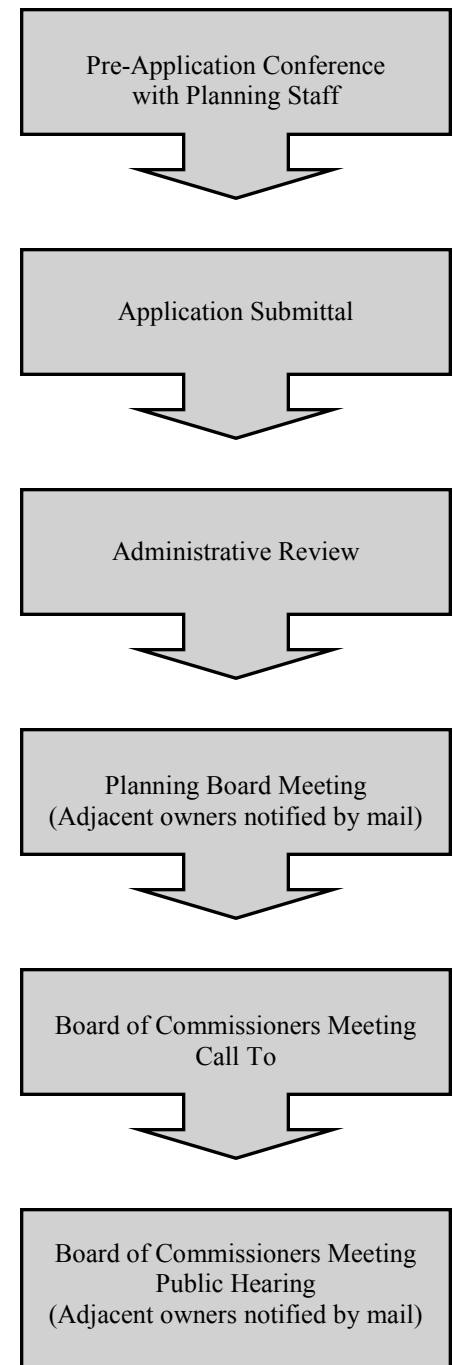
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

## Board of Commissioners Meeting—Call To

Planning Staff will present the request to the Board of Commissioners to schedule a Public Hearing. Applicant need not be present at this meeting.

## Board of Commissioners Meeting—Public Hearing

Planning Staff will present the request to the Board of Commissioners. A public hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.



## Application Submittal Deadlines / Meetings

<b><u>Application Deadline</u></b>	<b><u>Planning Board Meeting</u></b>	<b><u>BOC Call to</u></b>	<b><u>BOC Public Hearing</u></b>
December 6, 2016	January 5, 2017	February 7, 2017	February 21, 2017
January 3, 2017	February 2, 2017	March 7, 2017	March 21, 2017
January 31, 2017	March, 2, 2017	April 4, 2017	April 18, 2017
March 7, 2017	April 6, 2017	May 2, 2017	May 16, 2017
April 4, 2017	May 4, 2017	June 6, 2017	June 20, 2017

### Meeting Location

Planning Board meetings are held at 6 pm in the Commissioners Meeting Room on the second floor of the Historic Courthouse in Carthage, NC.

Board of Commissioners meetings are held at 5:30 pm in the Commissioners Meeting Room on the second floor of the Historic Courthouse in Carthage, NC.

### Moore County Unified Development Ordinance Reference

Please reference *Chapter 12 : Conditional Use Permits* for additional detailed information regarding this process and our website [www.MooreCountync.gov](http://www.MooreCountync.gov) for cross referenced sections within this chapter.

